



**CITY OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FAÇADE IMPROVEMENT PROGRAM**

PROJECT APPLICATION

Updated October 2006

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**CITY OF ARLINGTON
FAÇADE IMPROVEMENT PROGRAM
APPLICATION FOR FUNDS**

I. Introduction

The Façade Improvement Program is one of four objectives identified in the Consolidated Plan for neighborhood revitalization. The Consolidated Plan directs public and private investment into a geographically defined Neighborhood Revitalization Strategy Area (NRSA) in an effort to concentrate revitalization in a target area demonstrating significant need (see map on page 6).

The purpose of the City of Arlington's Façade Improvement Program is to:

- A. promote public-private partnerships between the City of Arlington and property owners;
- B. provide an incentive for the exterior improvements of commercial buildings in designated areas of the City of Arlington;
- C. stimulate economic development and redevelopment;
- D. serve predominantly low- to moderate-income residents of the city of Arlington;
- E. invest in historic preservation and rehabilitation; and/or
- F. increase retail and commercial opportunities for nearby residents.

II. Program Design

The Façade Improvement Program is designed as a reimbursable matching grant program. Owners or eligible lessees are required to provide personal or private funding for a minimum of 50 percent of the expenses eligible under this program. The City of Arlington will reimburse owners (or lessees) for up to 50 percent of eligible expenses through a forgivable grant. Grant recipients are required to maintain the funded improvements for a period of five years. The grants provided are forgiven over a prorated five-year period.

Contracts will be awarded for the façade improvements through a competitive bid process. The City reserves the right to award each project independently or to choose one or more contractors for use with this program.

Architectural services will be provided by an architect(s) selected by the competitive bid process. Architecture fees are considered a reimbursable expense for those applicants who are awarded grant funding. For those denied funding, any expenditures incurred for architecture services as part of the application process will not be reimbursed.

III. Program Administration

The Façade Improvement Program is funded through Community Development Block Grant (CDBG) funds awarded to the City of Arlington by the U.S. Department of Housing and Urban Development (HUD). The City of Arlington's Community Services Department shall implement and administer the program. **Projects are required to meet**

the following Community Development Block Grant (CDBG) national objective: Commercial structure serves a predominantly low to moderate income, primarily residential area (e.g., serves residents of the Central Arlington NRSA or other low to moderate income areas near the NRSA and/or supporting Central Arlington).

In addition, all projects must achieve environmental clearance from HUD. Community Services staff is responsible for documenting compliance with these requirements prior to obligating funding.

IV. Eligible Participants

Non-residential property owners and business lessees, except those specifically described below, are eligible to apply for façade improvement grant assistance. Participants may be individuals, sole proprietors, partnerships, for-profit or non-profit corporations, or any other legally identified form of business owner. As a condition of eligibility, property taxes on the subject property must be current, and applicants must not have any debts owed to the City that are past due.

Owners of more than one eligible property may apply for assistance for each eligible property. Each application will be considered independently.

V. Ineligible Participants

Governmental agencies or owners of properties used for the general conduct of government are not eligible to participate in this program.

Lessees who do not have written authorization from the property owner are not eligible to participate in this program.

Properties used primarily as residences, including businesses operating out of a residence, are not eligible for the program.

VI. Eligible Activities

Allowable improvements include the following permanent items:

- Complete façade rehabilitation
- Façade detail or trim repair or replacement
- Replacement of windows or storefront glass
- Repair or replacement of awnings or canopies
- Installation of new awnings or canopies
- Repair or replacement of doors
- Repair or replacement of deteriorating signage and/or lighting of signage
- Removal of obsolete fixtures such as deteriorated signs or awnings
- Exterior painting including murals
- Siding repair or installation
- Creating permanent outdoor dining and seating facilities
- Exterior masonry or stucco cleaning
- Exterior masonry or stucco repair

- Repair, replacement, or installation of new exterior lighting
- Repair of sidewalk, porch, or entry stairs
- Walls
- Fencing
- Permanent landscape improvements
- Repair or restoration of original architectural detail
- Handicap accessibility improvements integral to the façade improvement proposal
- Removal of siding materials to reveal original building facades
- Permit fees
- Architectural fees
- Other improvements as approved by the NRSA Steering Committee and consistent with the Downtown Design Standards

Roof repair can be part of the scope of work if in conjunction with other façade improvements, but it will not be considered as a stand alone project. Further, the cost of the roof repair cannot exceed 40 percent of the total project cost.

The scope of work must address and correct any existing or pending code violation or other ordinance violation.

Any eligible costs incurred as part of the application process can be included as part of the total project costs; however, these costs will be applied toward the participant's 50 percent of the project and will not be reimbursable by the program.

VII. Ineligible Activities

The following improvements are not eligible for funding under this program.

- Interior work
- Fire systems
- Security systems
- Playground or recreational equipment
- Additions to existing structures
- Improvements to areas of the structure that are not street facing, unless integral to the approved overall design
- Purchase of any fixtures that do not become part of the real estate, i.e. umbrellas
- Improvements completed or in progress prior to approval of assistance (Eligible costs such as architectural fees can be considered as part of the total project costs and applied to the participant's portion of costs.)
- Improvements not consistent with the Downtown Design Standards, as applicable
- Parking lots
- Burglar bars

VIII. Eligible Properties

To be eligible for funding through the Façade Improvement Program, buildings must be located within the city limits and be zoned for commercial use. In addition, priority will be given to properties located in the NRSA.

Mixed use buildings with retail or commercial use on the ground floor that are facing the street are eligible for façade improvement grants.

Properties with multiple business tenants must apply the compatible façade improvements across the entire property concurrently and as one project.

IX. General Procedures

The following is an outline of the normal sequence of events for a façade improvement grant.

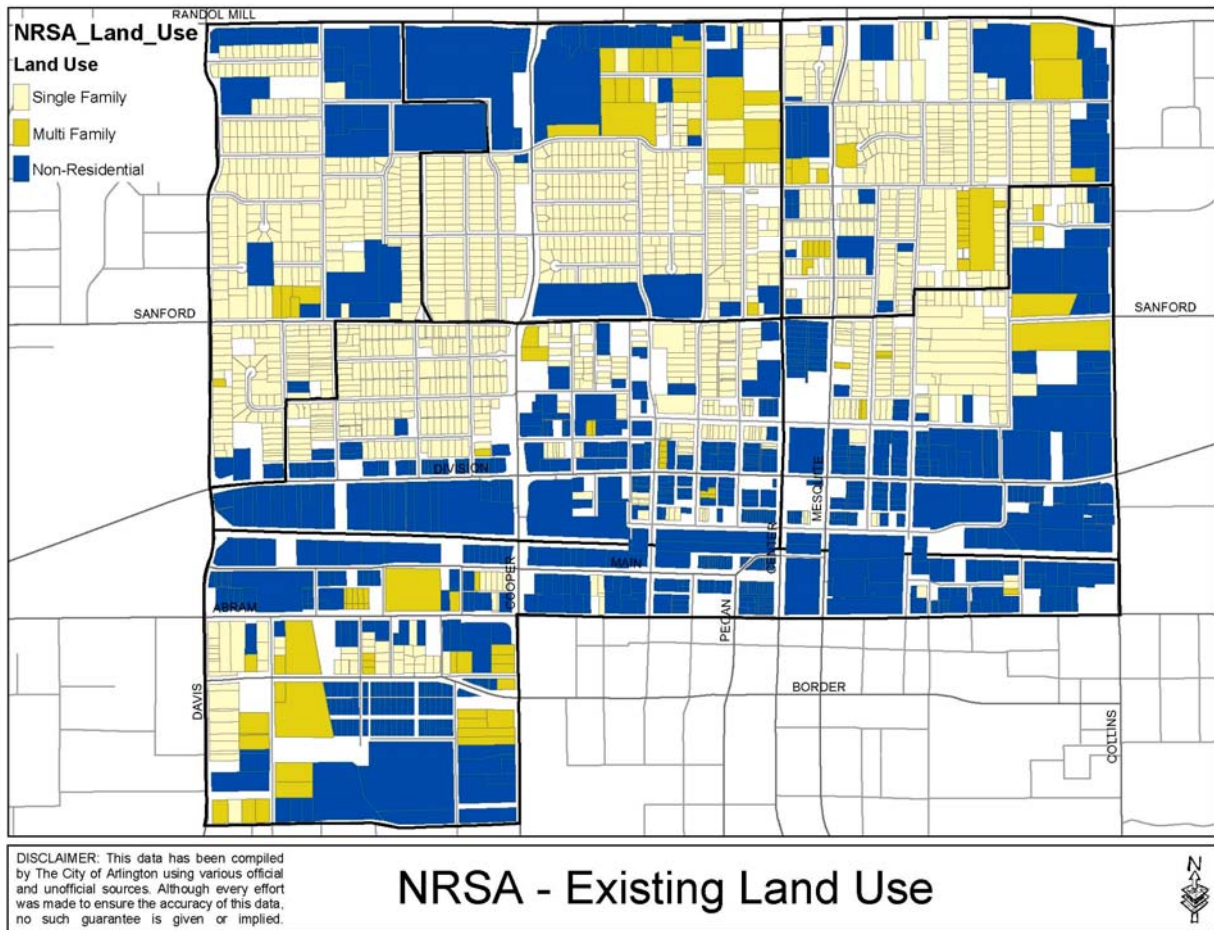
- A. Applicant contacts the Façade Improvement Program staff liaison for information about the program and requests an application.
- B. Staff provides an application and a copy of the Downtown Design Standards (Section 9-1200), when applicable, to the applicant.
- C. If needed, staff liaison will provide the applicant with a list of participating architects to assist with the façade improvement design.
- D. If requested, staff will also provide the applicant with a list of participating lenders.
- E. Completed applications, including preliminary architectural drawings and the source of matching funds, is submitted to the Community Services staff at the following address:

City of Arlington Façade Improvement Program
Community Services Department
Mail Stop 63-0700
P. O. Box 90231
Arlington, TX 76004-3231

- F. Staff reviews the application for eligibility and verifies the source of matching funds. Any necessary proposal modifications should be made at this time through discussions with the applicant.
- G. Staff requests a Section 106 review if properties are older than 50 years of age or are known to be located in proximity to those 50 years of age or older.
- H. Staff requests an environmental review from City of Arlington Grants Management staff.
- I. Staff provides preliminary approval of the application and forwards plans to the program architect for review.
- J. If denial of the request is recommended, staff informs the applicant of the decision.
- K. The program architect reviews plans and forwards plans to the Department of Planning and Development Services.
- L. The grant agreement is prepared for the applicant's signature.
- M. The applicant and the City sign the grant agreement.
- N. If the improvements require a building permit, the applicant must apply for the necessary permits.
- O. City staff provides scope of work to the contractor.
- P. Projects over \$2,000 must comply with Davis-Bacon federal wage requirements.

- Q. If needed, a pre-construction conference will be conducted by City staff.
- R. A draw schedule will be established for the contractor, including a 10 percent retainage.
- S. Work is to begin within 30 days of obtaining permits or the signing of the grant agreement if no permit is required.
- T. City staff will provide monitoring of the project.
- U. Payments will be made to the contractor according to the agreed upon draw schedule upon submission of the appropriate documentation of expenditures.
- V. City staff will process a payment authorization within 10 days of the receipt of the request from the applicant, provided all documentation is provided.
- W. The contractor will receive reimbursement from the City.
- X. Upon completion of the project, an inspection will be performed by City staff. If both the applicant and staff are satisfied with the project, both will indicate by signing a final inspection report. This begins the prorated five-year period over which the grant is forgiven.
- Y. Thirty days after completion, the contractor can submit an invoice for final payment of retainage accompanied by a Bill Paid Affidavit and Release of Lien signed by all subcontractors involved in the project. A Contractor/Subcontractor Activity Report will also be required prior to the final payment.

X. Central Arlington Neighborhood Revitalization Strategy Area Map



City of Arlington
Façade Improvement Program Application

APPLICANT INFORMATION

Form of ownership: ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Individual
☐ Property owner ☐ Lessee

Name of Applicant: _____

Mailing Address: _____

Contact name: _____ Title: _____

Telephone numbers: _____

Business type: _____

PROPERTY INFORMATION

Street address of property to be improved: _____

Legal description: _____

Owner if other than applicant: _____

Address: _____

Phone: _____

Is the property: ☐ Occupied ☐ Vacant

Assessed property value: _____

Current use of property: _____

Number of full time employees: _____ Part time employees: _____

PROJECT DESCRIPTION

Describe proposed improvements: _____

Estimated cost: \$ _____

Please attach the following:

- ____ Before photos
- ____ Budget/estimates
- ____ Letter from property owner granting permission (if applicable)
- ____ Drawings
- ____ Proof of ownership
- ____ Evidence of current taxes
- ____ Source of matching funds
- ____ Documentation of service to predominantly low/moderate income area

For Community Services Staff use:

National Objective: ____ Low/Mod Benefit

Recommend approval: _____

Recommend denial: _____

Date: _____